

ROLL CALL & INTRODUCTION OF GUESTS

Members present: Carlos A. Esteves, Jennifer Nielsen, James W. Rieckhoff, Jeri Stahr, Laura Steffen, Clarence W. Thomas and Michael Wagner.

Others present: Jane A. Garoutte, Business Manager/Treasurer, and Lisa Guedea Carreño, Director.

Staff present: Aaron Blue, Clerk; Nathan Claeys, Human Resource Generalist; Sue Eller, Dunlap Branch Supervisor; Laura Holland, Clerk; Mary Ann Kempa, Cleveland Branch Supervisor; Kevin J. Kilmer, Assistant Director of Branch and Extension Services; Mikayla King, Creative Design Specialist; Cheryl Mann, Children's Librarian Assistant; Katrina Maust, Reference Department Head; Allison McLean, YPS Department Head; Donna Mitschelen, Osolo Branch Supervisor; Charles Pieri, Branch YPS Librarian; Mary Beth Schlabach, Assistant Director of Public Services; Paula Watson, Administrative Clerk and Jill Yoder, Community Engagement Coordinator.

Guests: Zachary Benedict, MKM Architecture & Design
John Dawson, Consultant, JD's Enterprises
Michele Wilburn, Wilburn Construction Company, LLC

REGULAR BOARD OF TRUSTEES MEETING

The regular meeting of the Board of Trustees of the Elkhart Public Library was called to order at 5:30 p.m. by James W. Rieckhoff, President.

CONSENT AGENDA

The consent agenda was presented. There being no objections, Carlos A. Esteves moved

THAT the Consent Agenda, including investment recommendations, be adopted.

Jennifer Nielsen seconded. Roll call vote was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Not present
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

PRESIDENT'S BUSINESS

James W. Rieckhoff, President, shared that the Board Christmas gift was presented to the Facilities Department and that they really appreciated it.

DIRECTOR'S REPORT

Lisa Guedea Carreño, Director, presented her report for December.

UNFINISHED BUSINESS

NEW BUSINESS

Branch Upgrades: Award of Project to Winning Bidder

Zach Benedict, MKM Architecture & Design, recommends that the board award the project bid to Wilburn Construction Company, LLC. Michael Wagner moved

THAT the Elkhart Public Library award the project bid to Wilburn Construction Company, LLC.

Clarence W. Thomas seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Extension of FFCRA policies beyond December 31, 2020

Lisa Guedea Carreño, Director recommended that Elkhart Public Library extend FFCRA policies after December 31, 2020. Carlos A. Esteves moved

THAT the Elkhart Public Library extend FFCRA policies after December 31, 2020.

Michael Wagner seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Employee Use of Library Technology and Resources Policy (first reading)

Lisa Guedea Carreño, Director, presented the Employee Use of Library Technology and Resources Policy for a first reading. No action was taken.

Revised Job Description: Assistant Director of Public Services

Lisa Guedea Carreño, Director, presented the revised job description for Assistant Director of Public Services. Jeri Stahr moved

THAT the revised job description for Assistant Director of Public Services be approved as presented.

Laura Steffen seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Wage Increase for 2021

Lisa Guedea Carreño, Director, presented the Wage Increase for 2021. Laura Steffen moved

THAT the Wage Increase of 2% for eligible employees, 1% lump sum payment for those earning more than the maximum for their positions on the wage schedule for 2021 be approved as presented.

Jennifer Nielsen seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Wage Schedule 2021

Lisa Guedea Carreño, Director, presented the Wage Schedule 2021. Jennifer Nielsen moved

THAT the Wage Schedule 2021 be approved as presented.

Laura Steffen seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Board Meeting Schedule 2021

Lisa Guedea Carreño, Director, presented the Board Meeting Schedule 2021. Jeri Stahr moved

THAT the Board Meeting Schedule 2021 be approved as presented.

Jennifer Nielsen seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Paid Holiday Schedule 2021

Lisa Guedea Carreño, Director, presented the Paid Holiday Schedule 2021. Clarence W. Thomas moved

THAT the Paid Holiday Schedule 2021 be approved as presented.

Carlos A. Esteves seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Resolution to Open Bank Account

Lisa Guedea Carreño, Director, presented the Resolution to Open Bank Account. Clarence W. Thomas moved

THAT the Resolution to Open Bank Account be approved as presented.

Michael Wagner seconded. Roll call was taken:

Carlos A. Esteves	Aye
Jennifer Nielsen	Aye
Jeri Stahr	Aye
Laura Steffen	Aye
Clarence W. Thomas	Aye
Michael Wagner	Aye
James W. Rieckhoff	Aye

Motion: carried

Questions and Information from Board, Staff, and Guests

ADJOURNMENT

The regular Board meeting was adjourned by James W. Rieckhoff at 6:43 p.m.

The next regularly scheduled meeting of the Board of Trustees will be January 19 at 5:30 p.m. at Downtown Location, 300 S. 2nd Street, Elkhart, IN.

Jennifer Nielsen, Secretary